

**FDIC PURCHASE ORDER (\$2500 OR LESS) FILE CHECKLIST**

|  |   |
|--|---|
| <b>PURCHASE ORDER NO:</b> _____<br><b>DESCRIPTION OF SERVICES:</b> _____<br><b>CONTRACT SPECIALIST:</b> _____<br><b>PROGRAM OFFICE REPRESENTATIVE:</b> _____ | <b>CONTRACT AWARD DATE:</b> _____<br><b>CONTRACTOR:</b> _____<br><b>TELEPHONE NO:</b> _____<br><b>TELEPHONE NO:</b> _____ |
|--|---|

**INSTRUCTIONS:** Check below as appropriate. (if not applicable, check N/A.)

| <b>PART - I</b> |   |     |      |
|-----------------|---|-----|------|
| ITEM #          |   | IN* | N/A* |
| <b>1</b>        | <b>REQUIREMENTS PACKAGE</b>                 |     |      |
| <b>2</b>        | <b>SOLICITATION LIST</b>                    |     |      |
| <b>3</b>        | <b>SOLICITATION METHOD</b>                  |     |      |
|                 | a) Oral                                     |     |      |
|                 | b) RFQ                                      |     |      |
|                 | c) Amendments                               |     |      |
| <b>4</b>        | <b>EVALUATION SUMMARY</b>                   |     |      |
|                 | a) Oral RFQ Log                             |     |      |
|                 | b) Abstract of Quotations/Offers            |     |      |
|                 | c) Successful Offer                         |     |      |
|                 | d) Technical/Price Evaluation Documentation |     |      |
| <b>5</b>        | <b>CONTRACTOR VERIFICATION</b>              |     |      |
|                 | a) NCS Screen                               |     |      |

| <b>PART - II</b> |   |  |  |
|------------------|---|--|--|
| <b>1</b>         | <b>AWARD</b>                                      |  |  |
|                  | a) Award Decision Documentation                   |  |  |
|                  | b) Executed Purchase Order                        |  |  |
|                  | c) POS Entry                                      |  |  |
| <b>2</b>         | <b>MODIFICATIONS</b>                              |  |  |
|                  | a) Procurement Requisition /Expenditure Authority |  |  |
|                  | b) Fully Executed Modification                    |  |  |
| <b>3</b>         | <b>CONTRACTOR PAYMENT</b>                         |  |  |
|                  | a) Invoice  |  |  |
|                  | b) Invoice Review Checklist                       |  |  |
| <b>4</b>         | <b>CONTRACTOR PERFORMANCE</b>                     |  |  |
|                  | a) Delivery/Acceptance Documentation              |  |  |
| <b>5</b>         | <b>GENERAL CORRESPONDENCE</b>                     |  |  |
| <b>6</b>         | <b>CLOSEOUT</b>                                   |  |  |
|                  | a) Goods/Services Accepted                        |  |  |
|                  | b) Final Payment (Screen 19-out from POS)         |  |  |

|   |               |
|---|---------------|
| I certify that the contract file is complete and conforms to the requirements of the APM. |               |
| _____<br>Contracting Officer  | _____<br>Date |

**\*EXPLAIN ANY NON-COMPLETED ITEMS**